

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
20-358A

OPENING DATE:
21-Oct-2020

CLOSING DATE:
13-Nov-2020

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
Supervisory Command and Control Specialist, E7/MSgt-SMSgt/E8, MPCN: 009699811L

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
1C371

ASVAB:
A-55/G-57

LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open to current members** of the (All Units), Arizona Air National Guard. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position requires recurring 12 hour shifts (days, nights, weekends, and holidays)

NOTE: ABLE TO QUALIFY FOR AFSC 1C3X1.

NOTE: Must possess a Secret clearance and immediately eligible for a Top Secret Clearance.

NOTE: This position requires recurring performance evaluations and closed-book examinations to maintain certifications once achieved. Failure to maintain certification once awarded is cause for termination.

NOTE: Known promotion potential to SMSgt/E8.

NOTE: Placement/Promotion to SMSgt is contingent upon Control Grade Availability.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the “Contact Us” link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Comprehensive knowledge of security instructions, practices, and procedures.
2. Comprehensive knowledge of researching, collecting, analyzing, organizing and preparing various data for reports and presentations.
3. Knowledge of federal and civilian disaster response agencies, their capabilities and relationships governing the military.
4. Capability and skill to communicate both orally and in writing, negotiate complex issues and exercise high level of tact and diplomacy.
5. Capability and skill to plan, organize, and direct the functions of a small organization.
6. Ability to operate at the operational competence or strategic vision level of leadership.

SPECIALIZED EXPERIENCE: Must possess experience, education, or training in arranging or procuring transportation for personnel, cargo or freight. Experience in pre and post auditing of freight bills, bills of lading, and personnel transportation vouchers. Experience coordinating and negotiating with organizations/personnel both orally and in writing to resolve differences/problems.

BRIEF JOB DESCRIPTION: This position is located in the Wing Command Post (Command and Control Section) of the 161st Air Refueling Wing. The unit supports wing aerial refueling missions involving USAF, AFRES, and ANG flying units involving numerous types of military and military training missions. The types of missions and aircraft supported include every type and variety of air refuelable aircraft in the Air Force inventory including fighters, heavy airlift, and tactical bombers. This position plays an integral part in mission scheduling, mission planning, involving both aircrews, as well as contact with aircraft during the mission. The primary purpose is to effectively manage, direct and oversee the operation of command and control processes at the wing command post. Incumbent makes assignments, implements mission changes, ensures the work of the command post is carried out in an efficient and timely manner, and oversees all command and control training programs. Serves as the command and control subject matter expert for all wing activities. In addition, has primary responsibility to manage the wing's Status of Resources and Training Systems (SORTS) program. Establishes local procedures in compliance with command and control policies of the Joint Chiefs of Staff (JCS), Unified Commands, Air Mobility Command (AMC), United States Strategic Command (USSTRATCOM), National Guard Bureau (NGB), and federal. Informs the commander on the status, progress, problem areas, shortfalls, and limitations in command and control and recommends solutions to ensure mission accomplishment and national objectives are achieved. Responsible for writing mission plans in support of the wing's missions. Informs the commander on the status, progress, problem areas, shortfalls, and limitations in

command and control and recommends solutions to ensure mission accomplishment and national objectives are achieved. Ensures adequate protection and procedures are in place to safeguard resources, to include the physical security of the command post, the Crisis Action Team (CAT) and critical support systems. Develops procedures for emergencies and contingencies such as evacuation, bomb threat, etc. Serves as the COMSEC Responsible Officer (CRO) for the command post COMSEC user account. Serves as a key member of the CAT during operational events and briefs commander on all significant actions taken by the command post. Informs the commander on the status, progress, problem areas, shortfalls, and limitations in command and control and recommends solutions to ensure mission accomplishment and national objectives are achieved. Manages all aspects of command and control reporting. Advises commander on status of all reportable events to include operational, Strategic Force Accounting Module (SFAM), situational reporting (SITREP), and Status of Resources and Training System (SORTS). Oversees the custodial control and accountability of the command post and CAT facility to ensure proper utilization of wing resources. Responsible for employee safety, command and control procedures, and work practices within the command post. Monitors Inspector General (IG) and MAJCOM reports and write-ups for the command post. Responsible for all Command and Control training programs. Oversees the development of all training products. Responsible for the management of the wing Status of Resources and Training Systems (SORTS) programs. Performs other duties as assigned.

SELECTING OFFICIAL: CMSgt Sara Shope
